

EXECUTIVE SECRETARIAT **ROUTING SLIP**

TO:

		ACTION	INFO	DATE	INITIAL
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SUSPENSE _____ Date _____

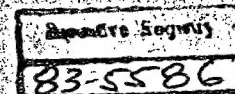
Remarks

Executive Secretary

11/21/83

Date

3637 (10-81)



P.O. Box 23662, L'Enfant Plaza Station, Washington, D.C. 20026

Honorable William J. Casey
Central Intelligence Agency
Washington, D. C.

Dear Mr. Casey:

The Association of Hispanic Federal Executives, which was established to improve the individual effectiveness of Hispanic executives, has scheduled a two-day training seminar for Senior Federal Managers. Participants will be exposed to the state of the art as it applies to areas of concerns to management, i.e.,

- o Executive Competencies
- o Technology and Executive Management
- o Congressional Operations
- o Others which impact on the effectiveness of Management

On behalf of AHFE, I wish to extend a cordial invitation to you and your staff to attend this seminar. Details are as follows:

- o Date: January 26-27, 1984
- o Time: 8:30 a.m. - 5:30 p.m. each day
- o Place: Holiday Inn on Thomas Circle, Washington, D.C.
- o Registration fee: \$100.00 per person; includes a luncheon on the first day

Please make your nominations for the seminar by submitting to us the appropriate Standard Form 182 or other training requisition as soon as possible, by no later than January 12, 1984.

Because of space limitations, we will be selecting 75-100 managers that are nominated by the different agencies. Those selected for the seminar will be notified by January 20, 1984.

We encourage all Federal Executives, especially those identified as Hispanic, to take advantage of this seminar designed to further their career goals.

Should you have any questions regarding this matter, call [redacted] at 632-6800 or [redacted] at 634-6994.

Sincerely yours,

President
AHFE

DCI
EXEC
REG

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